

## **Frequently Asked Questions (FAQ) Regarding MTS License Renewal Applications**

### **FAQ: What happens if I do not return my application or fee by the due date?**

After October 1, 2000 medical test sites that have not returned their application and fee will be out of compliance with the Medical Test Site rules. These sites will be referred to the Facilities and Services Licensing Enforcement Office for appropriate disciplinary action. The CLIA number will be terminated, so you will no longer be able to bill Medicare or Medicaid.

### **FAQ: Do I need to list the mailing address and billing address if they are the same as the site address?**

No.

### **FAQ: If I have offices at several different locations, can I have only one license or do I need a separate one for each location?**

The only way you qualify for one license for different locations is if you are a NOT-FOR-PROFIT organization and you are only doing a total of 15 or less waived or moderate complexity tests. If you are performing high complexity testing, or if you have not been qualified as not-for-profit (federal 501(c)(3) tax determination letter), you must have a separate license at each facility where you are performing testing.

If a hospital is performing testing in different locations, but it's part of the same campus or complex, all testing sites can be listed under the same license.

### **FAQ: Do I qualify for an “accredited” license if I participate in proficiency testing?**

Not necessarily. To qualify for an accredited license you must be INSPECTED by a laboratory inspector from the approved accreditation organization.

### **FAQ: How do I count chemistry tests in a profile or panel?**

Each analyte is counted as a separate test.

### **FAQ: How do I count hematology tests?**

For CBCs, count the WBC, RBC, hemoglobin, hematocrit, platelet count, indices, and automated differential as one test. If a manual differential is performed, count it as a separate test.

**FAQ: Do I include the total number of waived and PPMP tests in my total volume?**

No. Waived or PPMP tests are not counted.

**FAQ: If I have a PPMP license can I perform waived tests?**

Yes.

**FAQ: If I have a PPMP license can anyone in the office perform the microscopic procedures?**

No. To qualify for a PPMP license only a licensed practitioner (listed on Part I, page 2 of the application) can perform those procedures in conjunction with a patient visit. If other personnel are going to perform the microscopic procedures you would need a different category of license, depending on the number of tests performed per year. If other personnel are going to perform the microscopic procedures, indicate the tests and the yearly number of tests on Part II, page 1 of the application under the Microscopic Procedures category.

**FAQ: If I do Rapid Strep or Infectious Mono testing and I don't see the test kit that I use listed on the application, where do I mark this?**

If the kit that you are using is not listed on the application, you should list under the appropriate specialty on Part II of the application.

**FAQ: If I don't see the tests that I perform listed on Part II of the application where do I list them?**

Include a list of all testing performed at your medical test site. If the specific tests are not listed on Part II of the application, attach a list (including yearly volumes) of these tests to the application.

**FAQ: Do I need a license even if I don't bill for the test?**

Yes. The state Medical Test Site rules requires licensure of any site that does testing for the purpose of health care, treatment, or screening. Billing for the test has nothing to do with whether or not you need a license.

**FAQ: Where do I mark urinalysis testing on the application?**

If you are doing urinalysis using a dipstick or tablet reagent and not using an instrument, mark it in the appropriate place on the list of waived tests. If you are using one of the instruments that is classified as waived, you would also mark on the list of waived tests in the appropriate place. If you are using an instrument that is not classified as waived, mark under “Urinalysis” on Part II page 2 of the application.

**FAQ: Can I send the fee back with the application?**

No. It is important that we review the information on the renewal application to determine the appropriate fee for your medical test site. A fee statement will be issued within a few days after we receive your application. If the fee statement should be sent to a person or address other than what is listed on the renewal application, it is important to write that information on the front page of the application.

**FAQ: Can I pay the fee in installments?**

NO – the total 2-year fee is due by **October 31, 2000**.